



Administrative Regulation 3350 establishes that the Superintendent may approve monthly mileage stipends for employees not-to-exceed \$150.00 per month. Employees receiving a fixed mileage stipend do not receive reimbursement of mileage, unless traveling 50 miles or more one way. Employees traveling on behalf of the District are required to acknowledge the assurances below to ensure they are responsible agents of the District. Employees receiving a mileage stipend are required to have a Business Travel Affidavit on file.

Business Travel Affidavit

1. Employee must be covered by an automobile insurance policy as per State law.
2. The District's liability insurance does not cover damage to private vehicles or passengers, but merely protects the District in the event of a claim of negligence. The employee's personal vehicle insurance policy would provide primary coverage.
3. If an employee does not have liability insurance on his/her vehicle, the employee may not use their automobile for District business.
4. Employee must hold a valid California Driver's License, and be at least 18 years of age.

I certify that my mileage stipend is being used for actual and necessary travel expenses incurred in accordance with provisions of Education Code Section 44032. I further certify that I have read and acknowledge compliance with the Business Travel Affidavit, per AR 3350, as detailed above.

Printed Name: _____

Signature: _____

(No Initials)

Date: _____